



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors

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First District

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Second District

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Third District

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Fifth District

August 15, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

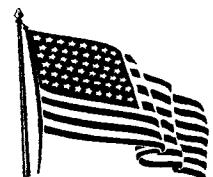
Jon W. Fullinwider
Chief Information Officer

**RISK MANAGEMENT INFORMATION SYSTEM
IMPLEMENTATION PROJECT STATUS REPORT**

Per your Board's instructions, we are providing a 30-day status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art, risk management information system (RMIS). Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected Department Heads to develop an implementation plan for departmental use of the RMIS and instructed each Department/District Head to include in their Goals and Objectives the use of the RMIS.



United We Stand

In response to your Board's direction, departments made (and continue to make) substantial additional effort to participate in the implementation and plan to incorporate use of the system within their operations. We have responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's recent approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services has enabled the CAO to accommodate these departments' needs.

Current Status

- The CAO has concluded the departmental focus group meetings, which gathered data needs from major departments such as Fire, Sheriff, Health Services, Mental Health, Children & Family Services, Executive Office, Public Works, Internal Services, CAO, and County Counsel.
- The CAO is currently working with the vendor, Risk Technologies, Incorporated (RTI) to design the functionality of the system based on the findings from the Joint Application Design (JAD) Sessions held with departmental focus groups.
- The preliminary screen designs will be shown to major departments as each module of the system is completed.
- During the next 30 days, the CAO plans to preview the Claims and Lawsuits module to County Counsel, Executive Office, and the County's Third Party Administrators (TPA), Carl Warren and Company, and Octagon Risk Services.
- System introduction and training of County users and TPA users is also scheduled to start during this 30-day time period.

Each Supervisor
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The RMIS project's completed milestones and upcoming milestones are shown in the tables below:

<u>Completed Project Milestones</u>	<u>Start Date</u>	<u>Finish Date</u>
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002

<u>Upcoming Project Milestones</u>	<u>Scheduled Start Date</u>	<u>Scheduled Finish Date</u>
Claims & Lawsuits Design Review Process	June 2, 2002	September 30, 2002
Departmental / TPA Users Training	August 15, 2002	November 5, 2002
Parallel System Testing Process	October 1, 2002	December 20, 2002
RMIS System Go Live Process	December 21, 2003	March 4, 2003
RMIS Final Testing and Acceptance	March 3, 2003	

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY
DU:CY:lis

c: Executive Officer, Board of Supervisors
County Counsel